

## Employee Transfer

A transfer occurs when:

- Classified employee moves to a different classified position with the same pay grade and step
- Unclassified employee moves to a different unclassified position at a similar or lower rate of pay
- Employee moves from either type of service (classified or unclassified) to a position in the other type of service at a similar or lower rate of pay

The transfer may be at the employer or the employee's request and may be within the current agency or between agencies. See K.A.R. 1-6-24.

**How To:** Transfer a permanent employee to a different position in the same pay grade and step.

<b>STEP 1:</b>	Select the menu items in the following order: <b>Workforce Administration &gt; Job Information &gt; Job Data</b>
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<b>Expected Results:</b>	Job Data search page displays.
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<b>STEP 2:</b>	Enter the <b>Employee ID</b> in EmplID field. Click 
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<b>Expected Results:</b>	Work Location page displays.
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<b>STEP 3:</b>	Click  to add a new row.
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<b>Expected Results:</b>	A new Job Data row is added with the current date in the Effective Date field.
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<b>STEP 4:</b>	Change the <b>Effective Date</b> to the date of the Transfer.
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<b>Expected Results:</b>	The field updates after tabbing out or clicking on another field.
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<b>STEP 5:</b>	Select <b>Transfer</b> from the drop down arrow list in the Action field.
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<b>Expected Results:</b>	Transfer displays in the Action field and Reason field becomes blank.
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<b>STEP 6:</b>	Select the appropriate <b>Reason</b> from the drop down list next to the Reason field.
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<b>Expected Results:</b>	Reason displays.
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<b>STEP 7:</b>	Enter the <b>Position Number</b> and tab out. Verify defaulted position information is correct.
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<b>Expected Results:</b>	Data corresponding to the position number defaults into page.
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<b>STEP 8:</b>	Click on <b>Job Information page</b> and verify defaulted information is correct.
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<b>Expected Results:</b>	Data corresponding to the position number defaults into page.
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<b>STEP 9:</b>	Click on <b>Payroll page</b> and verify defaulted information is correct.
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<b>Expected Results:</b>	Data corresponding to the position number defaults into page.
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<b>STEP 10:</b>	Click on <b>Salary Plan page</b> . Change the default step from 4 to the appropriate Step if needed. Tab out.
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<b>Expected Results:</b>	Step Entry Date changes to effective date if step is changed.
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<b>STEP 11:</b>	Click on <b>Compensation page</b> and click  to update the pay rates.
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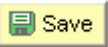
<b>Expected Results:</b>	Pay rates are updated.
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<b>STEP 12:</b>	Enter <b>Annual Benefits Base Rate</b> amount on the Benefit Program Participation page if needed.
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<b>Expected Results:</b>	Annual Benefits Base Rate displays.
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<b>STEP 13:</b>	Click on <b>Kansas Information page</b> . Verify Employment Status is P and Probation End Date is blank.
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<b>Expected Results:</b>	Data corresponding to the position number defaults into page.
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<b>STEP 14:</b>	Click 
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<b>Expected Results:</b>	
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